



HUMAN SERVICES
DEPARTMENT

**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
DRAFT MINUTES**

Wednesday, September 8, 2021, 4:00 PM
Via GoTo Meeting

City/Town	CDAC Representative/Alternate	
Buckeye	Jeanine Guy	Present
El Mirage	Roy Delgado	Present
Alternate	Anita Norton	Present
Gila Bend	Bud Turner	Present
Guadalupe	Ricardo Vital	Absent
Alternate	Adolfo Gamez	Present
Wickenburg	Rui Pereira	Present
Youngtown	Margaret Chittenden	Present
Board of Supervisors	Appointed Representative	
District 1	Jacki Taylor	Present
District 1	Amanda Nosbisch	Present
District 2	Marshall Hunt	Present
District 2	Kevin Medema	Present
District 3	Tony Gutowski	Excused
District 4	Sharman Hickman	Present
District 4	Ira McCullough	Present
District 5	David Galaviz	Present

City/Town/County	Staff	
Buckeye	Andrea Marquez	Present
El Mirage	Autumn Grooms	Present
Gila Bend	Kathy Valenzuela	Present
Guadalupe	Jeff Kulaga	Present
Tolleson	Noel Schaus	Present
Tolleson	Santiago Cornejo	Present
Maricopa County	Rachel Milne	Present
Maricopa County	Shawn Pierce	Present
Maricopa County	Alexia Grady	Present



Accommodations for Individuals with Disabilities - For assistance, call Community Development, 234 North Central, Third Floor, Phoenix, Arizona 85004, (602) 506-5911, or TTY 1-800-367-8939 or Arizona Relay Service 711. To the extent possible, additional reasonable accommodations will be made available within time constraints of the request.





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MEETING MINUTES

Item #	
1.	Call to Order Ms. Milne called the meeting to order at 4:02 p.m. as the committee had not yet elected a Chair or Vice Chair for the 2021-22 CDAC term.
2.	Welcome and Roll Call Mr. Pierce conducted roll call of the CDAC members, with twelve (12) members and two (2) alternates attending, quorum was noted. Nine (9) city/town/county staff attended.
3.	Election of Chair and Vice Chair (Action Item) Ms. Milne announced the requirement to elect a Chair and Vice Chair for the 2021-22 CDAC term. Ms. Milne announced that Rep. Pereira volunteered to serve as Chair for the term. Rep. Chittenden nominated Rep. Delgado for Chair. Rep. Guy nominated Rep. Pereira for Chair. Rep. Pereira announced he would serve as Vice Chair to simplify the vote. Ms. Milne called for a vote with Rep. Delgado serving as Chair and Rep. Pereira serving as Vice Chair. Passed unanimously.
4.	April 14 CDAC Meeting Minutes (Action Item) Chairman Delgado requested that he be recognized for attending the April 14 th meeting. Mr. Pierce will make that correction. Rep. Chittenden motioned to approve the minutes with correction. Vice Chair Pereira seconded the motion. Motion passed unanimously.
5.	2021-22 CDAC member orientation Ms. Milne provided an overview of the Maricopa County Urban County Community Development Block Grant (CDBG) program, the Maricopa County Community Development Advisory Committee (CDAC) roles and responsibilities, and the Annual Allocation application process. Ms. Milne invited the CDAC representatives and staff members to attend a follow up orientation on Monday, September 13 at 9:00 a.m. via Teams.





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6.	<p>Review and approval of CDAC Funding Priorities (Action Item)</p> <p>Mr. Pierce presented the CDAC Funding Priority survey results from April and explained how the priorities are weighted during the Annual Allocation application scoring process.</p> <p>Rep. Gamez motioned to approve the CDAC Funding Priorities as presented.</p> <p>Vice Chair Pereira seconded the motion.</p> <p>Motioned was approved unanimously.</p>
7.	<p>2022-23 CDBG Application, evaluation methodology, and score sheet (Action Item)</p> <p>Ms. Milne reviewed the 2022-23 CDBG Application, evaluation methodology, and score sheet. Ms. Milne explained that application and evaluation methodology were presented at the CDAC meeting on April 14, 2021. County staff made modifications to the application following that discussion. County staff recognized the schedule portion in previous applications were difficult for applicants due to the time between application submission and funding availability. Ms. Milne reviewed the evaluation methodology and explained how the application scoring is an average of the scores submitted by CDAC members.</p> <p>Chairman Delgado reminded the members that they are not to score their respective community's application. Ms. Milne thanks Chairman Delgado added that any member with a conflict of interest concerning an applicant should not score the proposal. Ms. Milne informed the members that a conflict of interest does not affect the final scores.</p> <p>Vice Chair Pereira motioned to approve as presented.</p> <p>Rep. Gamez seconded the motion.</p> <p>Motion was approved unanimously.</p>
8.	<p>Announcements</p> <p>Ms. Milne announced Maricopa County Human Services Housing and Community Development Division is utilizing the American Rescue Plan Act (ARPA) to provide housing rehabilitation services in the Urban County. The program is focused on emergency repairs including HVAC and roofing. More than 75 households have been assisted so far. The average assistance is approximately \$10,000.</p> <p>Ms. Milne updated the attendees on the Community Development Block Grant – CARES Act funding, which was originally approved for rent, utility, mortgage assistance. The funding has been underutilized since more comprehensive assistance is available through the Emergency Rental Assistance and the State of Arizona Department of Housing mortgage assistance program. In response to these changes, the County issued an</p>





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	application for funding for public facility and infrastructure upgrades related to the CDBG-CV tiebacks of “to prevent, prepare for, and respond to” the COVID-19 pandemic or like pandemics. A funding recommendation request will be presented at the October 13 meeting.
9.	Call to Public No comments were received.
10.	Adjournment Rep. Gamez motioned adjournment at 4:50 p.m. Rep. Galaviz seconded. Motioned passed unanimously.

Next Meeting: October 13



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